

**TOWN OF SHEFFIELD
SELECT BOARD
JANUARY 18, 2022
VIRTUAL MEETING
7:00 PM**

Board Members Present: Rene C. Wood, Chairman
Martin C. Mitsoff
Robert Kilmer, Jr.

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant to Town Administrator
Kathie Loring, Senior Center Director
Deena Caswell, Library Director
Members of the public

Chairman Wood opened the meeting at 7:00 PM.

APPROVAL OF MEETING MINUTES:

Selectman Mitsoff moved to approve the meeting minutes from December 16, 2021 - 2 sets, December 20, 2021 and December 21, 2021 - 2 sets, seconded by Selectman Kilmer. The motion carried unanimously. The roll call vote carried as follows:

Chairman Wood - Aye

Selectman Mitsoff - Aye

Selectman Kilmer - Aye

UPDATE FROM DIRECTOR LORING REGARDING THE SENIOR CENTER:

Director Kathie Loring stated that the Center was offering exercise classes, community meals, Meals on Wheels, art programs and other activities as well as transportation services. She discussed the flu and COVID vaccine clinics they held with CHP. Director Loring stated that Elder Services is currently looking for SHINE instructors. The Board thanked Director Loring for the update.

DISCUSSION AND ACTION REGARDING THE 2021 BOARD OF SELECTMEN ANNUAL REPORT:

The Board discussed the draft annual report and amendments. Selectman Kilmer moved to approve the Select Board annual report as amended, seconded by Selectman Mitsoff. The motion carried unanimously. The roll call vote carried as follows:

Chairman Wood - Aye

Selectman Mitsoff - Aye

Selectman Kilmer - Aye

DISCUSSION AND ACTION REGARDING PURCHASE OF RECYCLED PRODUCTS POLICY:

Chairman Wood informed the Board that she updated the Purchase of Recycled Products Policy. She stated that the first page is a memo to Department Heads and Board, Commission, and Committee Chairs informing them that the Policy has been updated and page two is the Policy. The policy supports the Town's and its recycling efforts. Selectman Mitsoff moved to adopt the Purchase of Recycled Products Policy as written, seconded by Selectman Kilmer. The motion carried unanimously. The roll call vote carried as follows:

Chairman Wood - Aye

Selectman Mitsoff - Aye

Selectman Kilmer – Aye

DISCUSSION/POSSIBLE ACTION REGARDING EMERGENCY PROCEDURES FOR ALL TOWN BUILDINGS:

Administrator LaBombard stated that she sent the approved version of the Senior Center Medical Emergency Procedure to Department Heads in the other Town buildings for review. The response and no one had any suggested changes. She stated that if the Board approved she will make the necessary changes to the building titles. Selectman Mitsoff moved to approve the Medical Emergency Procedure for all Town building and departments, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

DISCUSSION/ACTION REGARDING EFFICIENCY AND REGIONALIZATION GRANT APPLICATIONS:

Chairman Wood discussed the Efficiency and Regionalization Grant application which is part of the Community Compact Grant due on February 12th. She stated that she would like to apply for the following items under the efficiency part of the grant: approximately \$5,000 for components for the in car system for the body worn cameras and upgrades for desktop and laptop computers and associated software for the Police and other Town departments. She stated that she does not have a figure at this time. Selectman Mitsoff moved to authorize Chairman Wood and Administrator LaBombard to apply for the Efficiency and Regionalization Grant for the in car system for the body worn cameras and upgrades for desktop and laptop computers and associated software for the Police and other Town departments, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

DISCUSSION/POSSIBLE ACTION REGARDING ART SUPPLY CABINET AT THE LIBRARY:

The Board reviewed the letter from Library Director Deena Caswell supporting a proposed initiative from Sheffield Saves to host an art cabinet at the Library containing donated/recycled art supplies for public use along with a quote from Demco for the cabinet. The Board also reviewed a draft response letter to Director Caswell explaining that there is no available funding at this time, but they could request a cabinet under the MassDEP grant later this year. Selectman Kilmer suggested the cabinet be added to the FY23 Library budget. Director Caswell stated that the Library budget has already been submitted. Selectman Mitsoff moved to recommend the Library amend their FY23 budget to include the cost of the cabinet, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

UPDATE ON MEALS, ROOMS AND MARIJUANA TAXES:

Administrator LaBombard gave an update on excise taxes received for the following:

FY2021

Cannabis Revenue \$288,273.05

Meals \$11,327.89

Rooms \$72,966.28

FY2022 (1st and 2nd Quarter)

Cannabis Revenue \$304,694.47

Meals \$14,380.91

Rooms \$77,439.69

She stated that the money collected goes into the general fund and when the Department of Revenue certifies free cash these funds are included in that amount. The Select Board recommends the use of free cash for the voters to decide at Annual Town Meeting. Chairman Wood asked Administrator LaBombard to give a report at the next meeting on the Community Impact Fees the Town has received from marijuana companies. Pat Levine asked where the past fees are. Administrator LaBombard stated that there was no revenue prior to 2021. Bonnie Silvers asked who distributes the 3% to the school for education. Chairman Wood responded that there is a section in the Host Community Agreements that the Operator hold educational events and that she is not aware of any money going directly to the school.

ACTION ON APPOINTMENT OF ANIMAL CONTROL OFFICER:

Administrator LaBombard stated the Town received notification from the state at as Massachusetts General Law, Chapter 140, Section 151 the Board shall annually designate an Animal Control Officer (ACO) no later than February 1, 2022. She stated that Cassie Keeley is currently the ACO and recommends appointment. Selectman Mitsoff moved to appoint Cassie Keeley as the Animal Control Officer for one year, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye
Selectman Mitsoff – Aye
Selectman Kilmer – Aye

ACTION REGARDING DONATION FOR GENERAL OPERATING FUND:

Administrator LaBombard informed the Board that the Town received a \$1,000 donation from the Berkshire Taconic Foundation for general operating support. Selectman Mitsoff moved to accept the donation from Berkshire Taconic Foundation and to send a letter of thanks, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye
Selectman Mitsoff – Aye
Selectman Kilmer – Aye

ACTION/APPOINTMENT OF FIREFIGHTERS:

Selectman Mitsoff stated that the Board received two applications for firefighter/EMS personnel from Crystal Van Deusen and Jeremy Van Deusen. He stated that the Hose Company has approved both applicants. Selectman Mitsoff moved to appoint Crystal Van Deusen and Jeremy Van Deusen as Probationary Firefighters for a one year term, seconded by Selectman Kilmer. The roll call vote carried as follows:

Chairman Wood – Aye
Selectman Mitsoff – Aye
Selectman Kilmer – Aye

ANNOUNCEMENT OF SMITHSONIAN EXHIBIT:

Library Director Deena Caswell announced that the Library has been chosen to host the traveling Smithsonian exhibit Crossroads-Change in Rural America from March 26, 2023 to May 6, 2023. She discussed the \$10,000 grant the Library received. Selectman Mitsoff gave a hip, hip hooray to Director Caswell and Library Trustee Chair Pat Levine. Pat Levine thanked Director Caswell. Bonnie Silvers asked that the school district be involved. Director Caswell stated that she had spoken to the school librarian.

DISCUSSION REGARDING POP UP TESTING SITE:

Board of Health Chair Pat Levine stated that there were four pop up testing clinics held at the Library. She stated that the number of positive COVID cases in South County is starting to decline and that residents can sign up to receive free at home COVID tests through the

United States Postal Service. Chairman Wood stated that an email blast with information would be sent out.

BOARD MEMBER ITEMS:

Selectman Mitsoff thanked residents for their support.

Chairman Wood stated that despite what was written in the Sheffield Times there has been no date set for a Special Town Meeting.

Chairman Wood stated that the Five Town Cable Advisory Committee is beginning to work on the contract renewal with Spectrum.

TOWN ADMINISTRATOR ITEMS:

There were no Town Administrator items.

PUBLIC COMMENT:

Bonnie Silvers asked if the positive COVID cases at the school get reported as Sheffield's numbers. Board of Health Chair Pat Levine stated that the cases get reported to the towns where the student resides.

Bonnie Silvers discussed the changes in protocols for COVID pool testing at the school.

Bonnie Silvers stated that the Regional School District Planning Board will hold two upcoming meetings on January 25th and February 7th where they will be reporting the conclusions from the surveys that were sent out.

Bonnie Silvers stated that a report from the school should be included in the Annual Town Report. The Board will take it under advisement.

Selectman Mitsoff moved to adjourn the meeting, seconded by Selectman Kilmer. The motion carried unanimously. The roll call vote carried as follows:

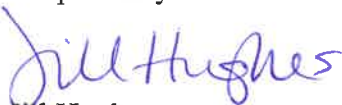
Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

Chairman Wood adjourned the meeting at 8:04 PM.

Respectfully submitted:



Jill Hughes

Assistant to Town Administrator

Documents reviewed at this meeting:

Meeting Minutes

Draft Select Board Annual Report

Draft Memo and Policy on Purchase of Recycled Products

Senior Center Medical Emergency Procedures

Letter from Library Director

Draft Letter to Library Director
Excise Tax Information
Letter from Dept. of Agricultural Resources
Applications for Firefighters